



MERIT PROMOTION JOB OPPORTUNITY

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Announcement Number: 06-525
Position Title: **Printing Plant Worker (Two-Color/Perfector Press)**
Series and Grade: KX-4401-04
Salary Range: \$18.83 - \$20.19 Per Hour
Promotion Potential: None
Opening Date: 9/13/06
Closing Date: 9/27/06
Location of Position: Plant Operations, Production Department, Press Division, Offset Press Section, WASHINGTON, DC
Number of Openings: One
Type of Appointment: Permanent
Work Schedule: Shift 1 (7:30 a.m. – 4:00 p.m.)
Who May Apply: Permanent GPO Employees Only

MAJOR DUTIES:

The incumbent assists the Head Offset Pressperson in the operation of a two-color/perfector press. Checks oil reservoir and notifies the pressperson of current levels. Ensures that all safety guards are in place. Reads job jacket for correct identification of paper stock, ink, and plates. Gathers the necessary materials and supplies to complete the job. Obtains stock from designated areas. Loads stock into feed unit of press by hand or with the use of a truck and sets pre-loader, bringing load to pre-staging area height. Transports plates to press, bends plates, and places plates in pre-loader. Assists in mounting and/or packing plates and/or blankets. Assists in preparing ink fountains. Performs other related duties as assigned.

QUALIFICATIONS NEEDED:

Applicants must meet the following screen out element, job element #1 below, to be considered eligible for this position: ***Ability to perform the duties of a Printing Plant Worker (Two-Color/Perfector Press) with normal supervision.*** Applicants must have experience and/or training of sufficient scope and quality to independently perform the duties typically required of this position. These duties require skill in keeping pace with machines, reading work jackets, and gathering and transporting materials and supplies.

HOW YOU WILL BE EVALUATED:

Candidates meeting the minimum qualifications will be further evaluated on the information obtained from the attached Special Application Form. Your overall background of experience, education, awards, and training will be evaluated to determine to what degree you possess the knowledge, skills, and abilities (KSA) listed in the job elements below. Applicants must meet the screen-out element (number one below) to be eligible for further consideration.

Job Elements for this position:

1. Ability to perform the work of a PPW (Two-Color/Perfector Press) with normal supervision.
(SCREEN OUT)

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2. Knowledge of various materials and supplies typically associated with printing operations.
3. Ability to operate power trucks to transport and place materials and supplies.
4. Ability to handle weights and loads.
5. Ability to follow verbal and written instructions.
6. Ability to work safely by using safety precautions and procedures.

HOW TO APPLY:

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

Step 1: Complete the attached Special Application Form.

Step 2: Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal. Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106.

Step 3: Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

Send Your Complete Application Package to:

Application Processing, STP: HCD
U.S. Government Printing Office
732 N. Capitol Street, NW
Washington, DC 20401
FAX: (202) 512-1292
Email: applicationprocessing@gpo.gov

For Additional Information Please Contact:

Human Capital Department
Human Resources Operations
Stefanie Weathers
Phone: (202) 512-1308
TDD: (202) 512-1519

Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.

Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.

GPO will not pay relocation costs.

GPO provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify GPO.

GPO is an equal employment opportunity employer.

SPECIAL APPLICATION

Special Application for the Following Vacancy:

Printing Plant Worker (Two-Color/Perfector Press)
KX-4401-04
Production Dept., Press Div., Offset Press Sec., Shift 1

Vacancy Announcement Number: 06-000

Open: 9/11/06

Close: 9/25/06

Name	Current Position Title	Grade	Daytime Telephone #
Address	City	State	ZipCode
Type of Current Appointment			
<input type="radio"/> Temporary <input type="radio"/> Career or Career Conditional <input type="radio"/> Excepted (Schedule A) <input type="radio"/> Excepted (Veterans)			

NOTE TO APPLICANT: Please answer each question in the space provided following each of the questions. You may use additional sheets of plain paper, if necessary.

Please PRINT LEGIBLY or TYPE.

1. Have you ever worked in a position requiring you to operate or maintain machinery?

Yes _____ No _____

If yes, please explain in detail:

a. What were your responsibilities?

c. Where did you acquire this experience?

d. How long did you perform this work?

_____ Years _____ Months

2. Have you ever worked in an environment requiring knowledge of a variety of Production materials, e.g., various paper stocks, inks, plates, rollers, etc.?

Yes _____ No _____

If yes, please explain in detail :

a. What types of materials were you required to have knowledge of?

b. What were your specific responsibilities (please explain in detail)?

c. Where did you acquire this experience?

d. How long did you perform this work?

_____ Years _____ Months

3. Have you had experience in operating power trucks?

Yes _____ No _____

If yes, please explain in detail:

a. List the types of power trucks you have operated before.

b. What were your responsibilities in operating the trucks you listed?

c. Did you operate these trucks in a confined or open area (please explain)?

d. Where did you acquire this experience?

e. How long did you perform this work?

_____ Years _____ Months

4. Have you ever worked in a job where you had to transport materials or supplies?

Yes _____ No _____

If yes, please explain in detail:

- a. What type of materials or supplies have you transported?
- b. What were your specific responsibilities (please explain in detail)?
- c. Where did you acquire this experience?
- d. How long did you perform this work?

_____ Years _____ Months

5. Have you ever worked in a job requiring you to lift heavy objects?

Yes _____ No _____

If yes, please explain in detail:

- a. What type of objects did you lift?
- b. How much (approximately) did each of these objects weigh?
- c. Did you manually lift these objects or did you use equipment?
- d. What were your specific responsibilities?
- e. Where did you acquire this experience?
- f. How long did you perform this work?

_____ Years _____ Months

6. Have you ever worked in a job where you had to follow verbal or written instructions?

Yes _____ No _____

If yes, please explain in detail:

- a. Give two examples of any **written** instructions you have had to follow in order to accomplish a task.
- b. Give two examples of any **verbal** instructions you have had to follow in order to accomplish a task.

7. Have you ever worked in a job which required you to observe safety rules?

Yes _____ No _____

If yes, please explain in detail:

- a. Tell about work you did where you had to observe safety rules to avoid injury to yourself and others.
- b. Tell about work you did where safety during operations was required.
- c. Where did you acquire this experience?
- d. How long did you perform this work?

_____ Years _____ Months

8. Have you ever received an award while working for the Federal Government? ____ Yes ____ No

If Yes, please check the appropriate boxes below as to the type of award(s) received. For each award please specify the year(s) in which it was received and if it was a Cash Award.

NOTE: Letters of Appreciation are NOT considered awards and should not be listed.

<u>Awards</u>	<u>Year(s) Received</u>	<u>Cash Award</u>
___ Outstanding Performance Award	_____	___ Yes ___ No
___ Special Achievement Award	_____	___ Yes ___ No
___ Quality Step Increase	_____	___ Yes ___ No
___ Approved Suggestions	_____	___ Yes ___ No

___ Other GPO Awards (Give Names)

___ Yes ___ No

___ Yes ___ No

9. Have you ever taken any courses or training that was directly related to the position for which you are applying? ___ Yes ___ No

If Yes, please complete the following:

NOTE: On-the-Job Training should NOT be listed.

<u>Title of Course/Training</u>	<u>Total Hours</u>	<u>Location of Course/Training</u>	<u>Completed</u>	<u>Certificate Received</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

After completing this form, look it over carefully to make sure that you have answered every question. Be sure that you have given complete information about your experience. You cannot be given credit for work you do not tell us about.

I CERTIFY that all of the statements made in this application are true, complete, and correct to the best of my knowledge and belief and are made in good faith.

Signature of Applicant: _____ Date: _____